



Scott Walker, Governor  
Dave Ross, Secretary

## Dwelling Contractor-Restricted Certification

### **Your application will not be processed or will be delayed unless you:**

- ☐ 1. Complete the application including signing and dating the first page.
- ☐ 2. Write in your social security number.
- ☐ 3. Attach the specified documents listed on this application.
- ☐ 4. Attach the specified fee listed on this application.
- ☐ 5. Make a photocopy of the completed application for your records.

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license per Wisconsin Stats, but they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Business Information	Contact Person Information
Federal Employer Identification Number (FEIN):	Social Security Number:
Business Name:	Individual's Name :
No. & Street, or P.O. Box:	Address No. & Street, or P.O. Box:
City, Town or Village, State, Zip + 4 Code:	City, Town or Village, State, Zip + 4 Code:
Country, If Other Than United States:	Country, If Other Than United States:
Business Telephone No. (include area code):	Telephone No. (include area code):
If Available, Business Fax No. (include area code):	

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met.

\*The individual applying for a business credential shall be the owner of the contracting business, a partner in the contracting business applying on behalf of a partnership, or the chairman of the board or chief executive officer applying on behalf of the contracting corporation.

Applicant's Signature

Date (mo/day/yr)

**Send application and payment to:** DSPS Trades Credentialing, PO Box 78780, Milwaukee, WI 53293-0780.

**Office location:** DSPS Trades Credentialing, 1400 East Washington Ave., Madison, WI 53703

**All other correspondence:** DSPS Trades Credentialing, , PO Box 7082, Madison, WI 53707 Phone: 608-266-2112. TTY: Contact through Relay or [DspsSbCredentialing@wi.gov](mailto:DspsSbCredentialing@wi.gov).

**Credential Fee (nonrefundable): \$40.00** class code 7655

Make checks payable to: State of WI – DSPS. The fee consists of a \$15 application fee and a certification fee of \$25. The credential will be effective for 1 year from the date of issuance.

### **Are you a Veteran?**

Are you requesting a waiver of your initial credentialing fee?

- ☐ Yes Provide a copy of your Department of Veterans Affairs voucher code. DVA Voucher Code: \_\_\_\_\_
- ☐ No Submit the fee of \$40.

You may contact DVA at 1-800-WisVets or [www.WisVets.com](http://www.WisVets.com) for assistance in obtaining your DVA Voucher Code.

### **Requirements of Dwelling Contractor-Restricted Certification:**

A certified dwelling contractor must comply with

1) Bond requirements specified in s. 101.654 (2), Stats.;

SBD-10220 (R. 10/12)

2) Unemployment compensation requirements; and

3) Worker's compensation requirements as outlined below.

A person who holds a dwelling contractor - restricted certification may not contract with another person or entity to engage in construction business activities unless the person or entity holds a credential under s. SPS 305.30 (1) (a) or (b).

**Bond Requirements:** Bonds and Worker's Compensation insurance policies must provide that they may not be cancelled by the person insured under the bond or by the surety company except on 30 days written notice served on the department in person or by certified mail. The person insured under the bond shall file with the department proof of replacement bond within the 30-day notice period and before the expiration of the bond. The department may suspend without prior notice or hearing the certificate of financial responsibility-restricted of a person who does not file satisfactory proof of replacement bond or replacement insurance. **COMPLY** with bond requirements.

**Bond:** If the business has in force a bond, endorsed by a surety company authorized to do business in Wisconsin, of at least \$5,000 and less than \$25,000, conditioned upon the business complying with all applicable provisions of the one- and two-family dwelling code and any ordinance enacted under s. 101.654 (1)(a), Stats., and as indemnity for any loss sustained by any person because of any violation by the business of that dwelling code or ordinance, the bond shall be executed in the name of the state for the benefit of any person who sustains a loss as described in the above. **The applicant agrees not to perform any work on a dwelling for which the estimated cost of completion is greater than the amount of the bond. Attach a copy of the bond.**

**Unemployment Compensation Requirements:** By signing this form, the applicant is attesting that the business is making contributions or paying taxes required as Wisconsin unemployment compensation contributions under ch. 108, Stats., or federal unemployment compensation taxes under 26 USC 3301 to 3311. If unsure whether unemployment compensation contributions/taxes are required for the business, call the Unemployment Compensation Division, 608-261-6700.

**Worker's Compensation Requirements:** By signing this form the applicant is attesting that the business, if required under s. 102.28 (2), Stats., has in force a policy of worker's compensation insurance issued by an insurer authorized to do business in Wisconsin or is self-insured in accordance with s. 102.28 (2), Stats. If unsure whether worker's compensation insurance or self insurance for worker's compensation is required for the business, call the Worker's Compensation Division, 608-266-1340.

For any construction or installation that requires a uniform building permit under SPS 320.08, persons, entities or businesses which hold SPS 305 licenses, certifications, or registrations may not commence construction or installation until a permit is issued.

**Reason for Certification:** Municipalities may not issue Uniform Dwelling Code (UDC) building permits, for construction and erosion control categories, to contractors which do not have a valid state dwelling contractor certification or dwelling contractor certification - restricted. Construction categories include masonry, roofing, siding and insulation. Contractors taking out electrical, plumbing or HVAC permits are not required to have a Dwelling Contractor Certification or Dwelling Contractor -Restricted Certification. Restricted means that the contractor complies with the minimum requirements for worker's compensation, unemployment compensation, and bond. This certification does not address competency of the contractor.

SPS 305.31 Note: Section 101.654 (1)(b), Stats., exempts an owner of a dwelling who resides or will reside in the dwelling and who applies for a building permit to perform work on the dwelling from obtaining a dwelling contractor -restricted certification.